



## Vacancy Announcement United States Peace Corps in Panama

Applications are invited from qualified persons to fill this position with the U.S. Peace Corps in Panama.

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**Position Title:** Short-Term Contract Program Support for six months

**Position Summary:** Incumbent's responsibilities include the Program Support (PS) serves as a member of the Programming and Training Unit (PTU) staff and has the responsibility for supporting the planning, development, implementation and administration of the Peace Corps programming and training system for various projects. Provide overall administrative and programmatic support to different projects. Provide logistical and budget support for workshops and trainings throughout Panama. Provides technical and administrative assistance and guidance to different sector Volunteers through site visits, phone calls, e-mails or during appointments in the office and provides written feedback on their work. Carries out Volunteer visits throughout the country along with the Project Manager.

### **QUALIFICATIONS:**

In order to be pre-selected for an interview, the applicant must submit an application that clearly documents how they meet each of the following mandatory requirements:

- University Degree in related fields.
- Minimum of three years of experience working in international organizations
- Minimum of three years of experience working or studying in a cross-cultural environment.
- Knowledge about Panama's history and familiarity with Panama's ethnic groups and cultures.
- Good organization and time management skills; strong service attitude; personal integrity; flexibility; strong interest in Panama's development.
- Excellent interpersonal communications skills, including the ability to lead, motivate, coach and advise adults.
- Must be fluent in Spanish and English languages.
- Computer literate, especially in core Microsoft applications such as Office, Excel, Word, PPT, etc.
- Ability to travel, spending 25% of time working in the "interior"/ rural areas, often under harsh conditions, including hiking long distances.
- Driver's license and ability to drive 4x4 manual transmission vehicles on rough roads.
- Applicants must be Panamanian or has a Panamanian work permit for at least two years.
- **POSITION WILL BE SUBJECT TO SECURITY CHECK CLEARANCE.**

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### **Salary and Benefits**

\$74.76 per day plus transportation allowance and Reimbursable Insurance.

### **Application Process**

Letter of Interest, three references name and contact information, and resume (all in English) to be submitted each as a separate document in PDF format as an attachment by email to [hiring@pa.peacecorps.gov](mailto:hiring@pa.peacecorps.gov) due by September 11, 2016.

**Subject line in the email must read PEACE CORPS PROGRAM SUPPORT**

No phone calls please. ALL applications must be received via email. Just those pre-selected candidates will be contacted for an interview and testing on about September 13<sup>th</sup>, 2016.

For additional information regarding Peace Corps, please visit our website at <http://panama.peacecorps.gov>.